
PART C – SCOPE OF WORK

NOTICE

*The firm and any subcontractors awarded this project's contract, as a result of this solicitation, are **INELIGIBLE TO BID ANY SUBSEQUENT** facility, lease and/or real estate development, construction management, and/or design/construction contract.*

*Acceptance of this initial contract award for the new FBI Headquarters Consolidation Project (Project) shall **PRECLUDE** the contractor and any of the contractor's subsidiaries and/or affiliates from providing any services to any entity other than the General Services Administration (GSA) regarding information developed by the contractor; or made available to the contractor under the contractor's current GSA contract. Further, the contractor, its employees, sub-consultants, agents and any and all other individuals supporting the contractor under this contract/project are specifically prohibited from releasing any information regarding this contract/project; any future associated contract/project; associated modifications; associated follow-on services with this contract/project; any information regarding modifications to this contract/project or future contract/project; information provided by the GSA or others in support of this contract/project, future contract/project, modifications thereto, or services provided under this contract/project; future contract/project and modifications thereto. These prohibitions **SHALL REMAIN IN EFFECT FOR A PERIOD OF FIVE (5) YEARS FOLLOWING THE COMPLETION** of this contract.*

SCOPE OF WORK

I. PROJECT IDENTIFICATION:

Project Title:	Program Management Office (PMO) Services for the Federal Bureau of Investigation (FBI) Headquarters Consolidation Project (inclusive of all Exchange program activities)
Buildings:	J. Edgar Hoover Building and New Site
Location:	Washington, DC Metropolitan Area

II. BACKGROUND:

The FBI's current headquarters housing is obsolete, inefficient, and expensive. The aging J. Edgar Hoover Building (JEH) houses just 52% of headquarters staff with the remainder dispersed over multiple locations in the National Capital Region. Current FBI headquarters facilities do not meet the Federal Government's Interagency Security Committee (ISC) security standards. A consolidated new FBI Headquarters will reduce space and real estate costs by improving space utilization and eliminating multiple inefficient locations. The development of a state-of-art consolidated new FBI Headquarters facility complex will house approximately 11,055 personnel in a facility of 2.1 million RSF. The complex shall consist, minimally of, a main consolidated FBI HQ building, remote delivery facility, security and access center, and conference center. The planning and design shall consider operational requirements through the year 2030, and shall incorporate principles of sustainability, net-zero energy, external security considerations, life-cycle costing, and shall embrace the concepts of modularity and expandability without disruption to newly constructed or in-place operational capabilities. The facility complex will include parking areas or a garage, a designated and secure service and loading dock area, and possible connection to an existing separate central utilities plant.

The costs of the consolidated FBI Headquarters facility will be supported by: (1) Fiscal Year (FY) 2016 enacted funds from the Omnibus Consolidated Appropriations Act, which included \$180 million in FBI construction funding, \$135 million in resources made available from the FBI's prior year balances, and \$75 million in GSA's Federal Buildings Fund (FBF) construction funding; (2) the value realized from the exchange of the JEH; (3) the President's FY 2017 budget proposal of \$759 million in construction funding within the GSA FBF; and (4) the President's FY 2017 budget proposal of \$646 million in the FBI's Construction account. Combined, these funds should ensure that GSA is in a position to award the project on schedule in FY 2017, and support the design and construction of the full consolidation. It is anticipated that outfitting and transition costs will be addressed by the FBI in future years.

III. DESCRIPTION:

- (a) A firm fixed priced contract is anticipated to be awarded for the performance of Program Management Office (PMO) Services for the Federal Bureau of Investigation Headquarters Consolidation Project (inclusive of all Exchange program activities) located in the Washington, DC metropolitan area. This project will entail the performance of program management services in the Program Management Office (PMO) of the complex multi-billion dollar real estate development program for the New FBI Headquarters Consolidation Project. The program management office will focus on the successful delivery and outcome of the multi-billion dollar real estate development program and programmatic oversight on all phases of the project's life cycle. The program includes several key components: a) real property transactions, b) acquisition of design and construction services, c) site acquisition, d) regulatory compliance, e) federal and exchange funding, f) real estate space and change management, g) stakeholder and general public communications, and h) transportation and environmental management. The PMO will operate in a cross-collaboration, integrated approach to identify risks that may have impacts on other components of the project. The PMO will serve to avoid disjointed decision-making and work to develop solutions that minimize impacts to other components of the project. This approach positions GSA to perform at the highest levels possible.
- (b) The Government shall award a firm fixed priced contract.
- (c) Base contract award will be for non-severable Program Management Office services for a period of up to five (5) years.
- (d) Contract Options beyond the base contract award will be five one (1) year option of non-severable Program Management Office services. Subject to Availability of Funds.

IV. STANDARD SERVICES:

The contractor shall provide all management, supervision, labor, materials, supplies, and equipment (except as otherwise provided), and shall plan, coordinate and assure effective performance of all services described herein. The contractor will be required to provide program management office support services in accordance with the requirements of this solicitation. The contractor is encouraged to furnish personnel that can work across the different areas of the scope and function as an integrated team.

The contractor shall perform all standard services for the actual duration of the Program Management Office service's Base Award period and all Option periods (if exercised) (Subject to Availability of Funds) within the time and material pricing established in the Pricing Section of this document.

Standard services for the performance of Program Management Office (PMO) Services for the Federal Bureau of Investigation Headquarters Consolidation Project (inclusive of all Exchange program activities)

include, but are not limited to, oversight, evaluation, planning, communications, and reporting on key program components, such as: a) real property transactions, b) acquisition of design and construction services, c) site acquisition, d) regulatory compliance, e) federal and exchange funding, f) real estate space and change management, g) stakeholder and general public communications, and h) transportation and environmental management.

The services which the contractor shall provide include, but are not limited to, those described or specified herein (including those reflected in the contractor's proposal incorporated into this Contract by reference). The services described or specified shall not be deemed to constitute a comprehensive specification having the effect of excluding services not specifically mentioned. The contractor is required to furnish all other services necessary to fulfill the undertakings set out in the scope of work. Services beyond those described herein shall be at the direction of, and with prior written approval of, the GSA Contracting Office. Contractor services shall be as appropriate, adequate and necessary to ensure:

- Review of a proposed strategy and tactical plans of action for consideration by GSA.
- Revise, update, and validate as necessary FBI/GSA programmatic information.
- Provide opinion as to whether the scope of the project will be achievable within budget and time constraints.
- Support GSA to ensure that the Project is in compliance with program, concept, and other documentation prepared under this solicitation or by others as related to this project.
- Support GSA to ensure that the project is in compliance with FBI project specific requirements.
- Provide expert private and public sector real estate, construction, legal, financial and technical expertise to support, develop, and assist the Program Management Office in the development of the new FBI Headquarters.

All services will be performed under the direction of the GSA CO and GSA COR or their designated representatives. The contractor agrees to furnish professional and responsible personnel to perform the contract services set forth in the most expeditious and economical manner consistent with interests of the GSA and the FBI. Contractor services shall be as appropriate, adequate, and necessary to ensure successful execution of the contract. The following scope of services describes the general areas of expertise, including but not limited to, specific tasks.

Program Management: The contractor shall provide program management consisting of ongoing strategic planning and guidance, program analysis, financial planning and strategy, internal and external communication and reporting of any and all facets of the Federal Bureau of Investigation Headquarters Consolidation Project.

- Facilitation for Project Authorizations and Approvals: Provide support, analysis, review, and comment to GSA in furtherance of GSA's activities facilitating project authorization, appropriation, and approvals. This may include preparation of any presentations for GSA approval as needed for briefings to FBI, GSA, OMB, appropriate Congressional Committees and affected Representatives and Senators.
- Provide Real Estate financial economic analysis review and comment to validate program is providing a best value to the Government based on location and economic structure.
- Monitor program contract schedule performance, track/report trends, and analyze issues as required by GSA management.
- Prepare project status reports for management, clients, or others and modifies schedules and plans as required.
- Coordinate issues, actions, and approvals within the internal components of GSA.

- Maintain team/project outstanding issues logs and coordinate follow up as necessary.
- Support GSA and coordinate with GSA and FBI in the phasing out of existing FBI leases.

Procurement and Acquisitions: The contractor shall provide support services for conducting federal acquisition management activities. Responsibilities include contracting and acquisition management, acquisition planning assistance, market research, procurement strategy development.

- Support the GSA CO and GSA COR and GSA in all acquisition/procurement matters relative to development contract(s) and any subsequent project acquisitions.
- Provide contract administration support services, including assistance with reviewing contractor performance, developing contract modifications, and investigating reports of contract discrepancies.
- Review all proposal offerors qualifications, financial reports, etc., and provide written recommendations to the GSA CO and GSA COR regarding award of the development contract.
- The contractor shall review all GSA, FBI, and developer proposal documents, to include all plans and schedules and provide written recommendations to GSA.
- The contractor shall provide technical expertise to GSA to prepare answers to bid/RFP questions.
- The contractor shall provide technical expertise to GSA for the preparation of solicitation amendments.

Claims: The contractor shall provide claims services when and as required by GSA for specific claims. For definition purposes, claims services apply to providing technical support in handling disputed matters once a contractor has made written demand for payment or other relief under the contract and submitted it to the GSA Contracting Officer for decision in accordance with the Contract Disputes Act of 1978. The definition of claims services for this specific contract also includes protests. Should any component of the project be protested, the contractor shall provide the same services for the protest as it would for a claim. In relation to claims/protest services, the contractor will review disputes and claims from the developer, A-E and/or construction contractor(s) and render all assistance that the GSA requires, including, but not limited to, the following:

- Furnishing reports with supporting information necessary to resolve disputes or defend against the claims.
- Participation in meetings or negotiations with claimants.
- Appearance in legal proceedings.
- Preparation of cost estimates for use in claims negotiations.
- Preparation of risk assessments/analyses relative to claim exposures.
- Preparation of findings of fact and any other documentation required by GSA.

Communications: The contractor shall provide necessary program management services required and/or assigned to support the GSA in developing reports, memos, and correspondence to create a record and history on all aspects of the Federal Bureau of Investigation Headquarters Consolidation Project.

- Develop reports, memos, and correspondence to create a record and history supporting the GSA's position.
- Develop and implement a Government correspondence management system that will assist in tracking Government issues and facilitate timely responses to issues.
- Prepare memoranda, written communications and reports as necessary to communicate and exchange information on a regular basis.
- Participate in meetings with federal agencies, internal and external stakeholders as needed.

- Attend meetings, hold phone conversations as needed to assist in coordinating the resolution of any related issues and actions.
- Maintain and update GSA's FBI Headquarters Consolidation Project website.

Financial Management: The contractor shall provide services to assist GSA in managing, monitoring and coordinating all activities related to maintaining and updating the Federal Bureau of Investigation Headquarters Consolidation Project's Financials.

- Provide expertise to develop, implement, and interpret highly complex financial projects in support of financial planning and control strategies for the project management team and on occasions other management officials outside the project.
- Examine past and current budgets and research financial developments that affect spending. Analyze budget, Reimbursable Work Authorization (RWA) estimates and support data to assure government limitations/restrictions, determine availability of funds and offer advice/recommendations to distribute funds to ensure maximum utilization.
- Provide insight and support for a full range of budget execution functions, resolve funding issues related to the accomplishment of assigned government mission, serve as a liaison between supported program offices.
- Compile and review budgets using actual performance, previous budget figures, estimated revenue, expense reports and data sources to control funds and provide for proper financial administration.
- Support the development and integration of program monthly and quarterly forecasts.
- Maintain accurate records of expenditures, direct preparation of expenditure projections and conduct financial ratio analysis/reporting.
- Provide routine monthly and quarterly reporting and analyses. Conduct complex financial analysis which includes risk and variance analysis.
- Develop rolling forecast and provide recommendation of cost saving/profit generating opportunities to senior management.
- Conduct and support ad-hoc reports to cost/control of project management teams.
- Will be responsible for reconciliations and auditing of reimbursable and capital project funding. Contractor shall perform analytical research and studies subjects such as rates of return, depreciation, working capital, investments, and financial and expense comparisons. Analyze contractor charges relating to the project costs and verified accuracy of billings. Interface with counterparts in to resolve discrepancies.
- Provide financial reports using various government financial systems.
- Reconcile RWAs, Capital Project funds, and provide direct reporting to the project management team and clients upon request.

Regulatory Compliance: The contractor shall supply program management services to assist GSA on site selection, the National Environmental Protection Act (NEPA) process, and with the Commission of Fine Arts (CFA), National Capital Planning Commission (NCPC), zoning and other jurisdictional regulatory approval process requirements for all program sites including the existing JEH FBI Headquarters building location.

- Provide various coordination and management services related to assisting the GSA and planning consultants in meeting and obtaining regulatory requirements for NEPA as well as approval from National Capital Planning Commission (NCPC), Commission of Fine Arts (CFA), Local Government Officials as required by the Public Building Act of 1988, and State Historic

Preservation Officer (SHPO). Responsibilities include the work with clients, consultants, resource agencies, and environmental and technical staff to prepare environmental documents. Additional responsibilities include preparing proposals, tracking consultant budgets, NEPA and related schedules, scopes of work, and consultant management. Experience in integrating NEPA, NHPA compliance and Master Planning in the National Capital Region is required.

- Coordinate issues and actions between the GSA Offices of: Design and Construction, Planning and Design Quality, and Portfolio Management
- Management of consultants supporting regulatory compliance and coordination with agency's subject matter experts and compliance officers
- Identify risks to the overall project schedule and to compliance
- Working knowledge of Federal Highway Administration (FHWA) regulations and requirements related to transportation
- Working knowledge of all resource areas including aquatic biology, wildlife, noise, air quality, wetlands, archeology/cultural resources, and other key areas is important. Demonstrated technical proficiency in compilation, technical writing, document proofing, and production experience
- Examines contract documents that include agreements, scopes of work, addendums, amendments, purchase order requests, and IGEs to ensure documents are complete and fully executed

Document Management and Compliance: The contractor shall maintain accurate, automated and detailed written records of project progress and meetings during all phases.

- All meetings shall be documented by formal "Minutes of Meetings". The contractor shall submit the meeting minutes to the GSA's CO and COR. Monthly written progress reports shall be required.
- Identify, implement and manage a document control system. Develop and implement an integrated electronic document management system that serves the entire project PMO.
- Manage all aspects of document management including physical and electronic files and coordination with the required data systems software including ePM and/or other Government reporting systems. The contractor shall provide program management, project coordination, and integration support to GSA's FBI HQ's electronic project management system (ePM).
- Develop and implement a government correspondence management system that will assist in tracking government issues and facilitate timely responses to the issues.
- Maintain and update GSA's FBI Headquarters Consolidation Project website.